

**CONFIDENTIAL**

12 AUG 1953

MEMORANDUM FOR: Chief, [REDACTED] Staff

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SUBJECT: Abolition of Rotation Loan Slots and Establishment of Career Development Slots

REFERENCE: Staff Study "Career Development Slots", dated 25 July 1953 (attached)

1. Pursuant to the Director's approval of the attached Staff Study, all Rotation Loan Slots are being withdrawn from the Offices to which they have been assigned. Therefore, it will be necessary to reassign [REDACTED] who currently occupies a Rotation Loan Slot in your organization.

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2. The Director has also approved a pool of fifty Career Development Slots for allotment by the CIA Career Service Board to accommodate individual career development actions as appropriate.

3. It is requested that you review [REDACTED] present situation, giving consideration to the principles in the attached Staff Study. A request for the allotment of a Career Development Slot to accommodate [REDACTED] must be made if her reassignment to a Career Development Slot is desired.

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4. Such a request should be addressed to the CIA Career Service Board and be forwarded through this Office. The request should be prepared to meet the following requirements which apply to all requests for the allocation of Career Development Slots. In each case the request should include:

a. A statement of the individual's career plan as approved by his Component Career Service Board.

b. A description of the nature and duration of the specific development action proposed, as it relates to the individual's career plan. Any prior approval of the action which may have been given by the Director of Training or the Assistant Director (Personnel) should be indicated.

c. The specific assignment which is planned for the individual upon completion of the proposed development action.

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JOE NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 25 NO CHANGE  
IN CLASS [REDACTED] CLASS [REDACTED] TO: IS B C RET. INST. 22  
NEXT REV DATE 10 JAN 54 / 5/24/54 REVIEWER 699 TYPE DOC. 02  
NO. 102 4 CREATION DATE [REDACTED] CMC COMP 32 CH 32 ORG CLASS S  
REV CLASS [REDACTED] CHEV COORD. NUTH: HR 704

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d. A justification of the necessity of accomplishing the proposed development action through the use of a Career Development Slot rather than through some other administrative device.

e. Signature lines should be provided at the bottom of the request to record the concurrences of both the Director of Training and the Assistant Director (Personnel).

5. This Office and the Office of Training together will review the requests, if submitted, and recommend to the CIA Career Service Board the allotment of a Career Development Slot as appropriate.

6. If the CIA Career Service Board does not allot a Career Development Slot to accommodate [REDACTED] she will have to be reassigned to another established T/O slot by 31 August 1953.

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[REDACTED]  
GEORGE E. MELOON  
Personnel Director

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